

Instructions for Administering Teacher Survey

This survey is recommended for all teachers involved in the FFVP

What is the purpose of this survey?

The purpose of the survey is to capture teachers' opinions and perceptions about the Wisconsin Fresh Fruit and Vegetable Program.

When do I administer the survey?

In order to help determine teacher awareness, satisfaction, support and effectiveness of the program, the survey should be administered:

- Mid way through the school year and
- Nearing the end of the school year

ADMINISTERING ON-LINE TEACHER SURVEY

1. Send a group email to teachers including the direct link to the teacher survey. This link is listed on the DPI FFVP website: <http://www.dpi.wi.gov/fns/ffvp/admin.html> . Under 'Evaluation' - 'Teacher Survey' - click on the [Link to Electronic Teacher Survey](#).
2. **NOTE:** An email reminder will also be sent to you directly from the DPI-FFVP coordinator about the teacher survey access dates and survey link.
3. In your email to teachers, indicate that they may be asked prior to taking the survey, "Do you want to display the non-secure items?" They need to choose YES.
4. **GETTING RESULTS:** Results will be generated and provided to your school by the end of January, 2010(mid- year survey) and August 2010(end of year survey).